Department of Energy
Washington, DC 20585
March 30, 2006

MEMORANDUM FOR DISTRIBUTION

FROM: DAVID ROBINSON, ACTING DIRECTOR,
                   OFFICE OF FINANCE AND ACCOUNTING, CF-10

SUBJECT: Trading Partner Codes

The use of Trading Partner Codes in STARS enables the Department to classify its financial statement line items as either intragovernmental or public and to identify intra-DOE balances for elimination. Accurate balances by trading partner codes are key to ensuring that we can reconcile our transactions with other Federal agencies and to reconcile interoffice balances within DOE.

A series of issues has precluded us from generating accurate intragovernmental and intra-DOE balances from STARS. These issues included confusion over the proper use of trading partner codes, inadequate understanding of standard ORACLE functionality for generating trading partner data, data conversion problems in establishing trading partner values for suppliers and customers, and integrated contractor interface deficiencies with respect to generating trading partner codes.

The FM-PMO and the STARS Team have made significant progress to address the trading partner issues. A new STARS Trading Partner Function was established to ensure that all reports utilize a consistent methodology for extracting trading partner code data. Errors in supplier and vendor table trading partner codes have been corrected. The integrated contractor interface process was revised to generate the appropriate trading partner code information based on Other Party Identifier (OPI) codes on cost transactions.

Attached is a Trading Partner Code Guide that was developed to assist the DOE financial community in understanding what trading partner codes are and how they are used in STARS. The Guide identifies the reports available to analyze trading partner code data and provides instructions for conducting inter-office reconciliations.

Now that we have an understanding of how trading partner codes work in STARS, and we have the right reports available, we can begin the necessary analysis to identify and correct any trading partner code data integrity issues. A conference call will be held on Tuesday, April 11th at 1:00 p.m. EST to initiate the trading partner code data clean-up efforts. I am requesting that each field CFO identify a primary point of contact for this trading partner code clean-up task. The name of your contact should be e-mailed to Rick Loyd at rick.loyd@hq.doe.gov by April 6th. Specific details concerning the conference call agenda will be sent to your designated contact.

Please share the attached guide to the appropriate people in your office and with your integrated contractors. Questions concerning the guide should be directed to Rick Loyd, or alternatively to Marion Hoch at marion.hoch@hq.doe.gov.

Attachment

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